



FINANCE DEPARTMENT TREASURER/COLLECTOR

Unit: Non-Union

Status: Exempt

Reporting To: Finance Director

Base Wages: MS-12, Up to \$110,439/annual

Hours: Town Hall hours, 8:30AM to 4:30PM M-F. Required to be available after-hours for meetings and other needs of the Town.

Application Deadline: Open until filled.

DEFINITION

Supervisory, administrative, technical, and professional management work in directing, coordinating, monitoring, and controlling the municipal treasury and tax collection operations; all other work as required that is logical to the position.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Receives and all town funds and reconciles all receipts with the Town/Accountant; Ensures an orderly cash flow is maintained; Disburses monies to pay for legal obligations.
- Accurately maintains a control book; enters various weekly collections, as well as abatements, exemptions, refunds, and adjustments.
- Oversees billing process for real estate, personal property and excise taxes; Assembles delinquent accounts and balances daily receipts.
- Manages the Treasurer/Collector Department and Staff; billing and collection of all taxes; issuing of demands for delinquent real estate taxes and processes tax title property.
- Prepares, negotiates, offers, and issues all bonded indebtedness of the municipality, responsible for compliance with all disclosure requirements of the US Security and Exchange Commission.
- Maintains long-term debt servicing schedules
- Reconciles all investment and depository accounts of the Town and reconciles all receivables of the Town.
- Works with Assessor and Town Accountant to set the annual tax rate.
- Oversees the funding of weekly warrants, payment of payroll taxes, quarterly tax filings, filing of W2 forms and reports to the state and federal government.
- Enters various transactions into computer.
- Prepares municipal lien certificates.
- Balances numerous accounts on a daily basis; ensures that all daily bank deposits are completed.
- Balances with the Town Accountant on a monthly basis; Balances the Deputy Collector account.
- Coordinate with deputy collector to issue demands, document turnover for prior years.
- Generate extensive amounts of reports for tracking and auditing purposes.
- Serves as Town Liaison for Retirement System on Advisory Council.
- Must qualify for fidelity bonding as required by law.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental

policies, goals, objectives, and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. The work involves the evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties

EDUCATION AND EXPERIENCE

Bachelor's Degree in Business or related field and 3-5 years of responsible experience in finance management, cash management, accounting data processing and/or administration or any equivalent combination of education and experience. Municipal experience preferred. Munis experience a plus.

Must attend and successfully complete required training sponsored by the Massachusetts Treasurer/Collectors' Association and the Department of Revenue; must attain and maintain Massachusetts Certified Collector and Massachusetts Certified Treasurer designations.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance. Must have knowledge of computer applications and integrated financial management systems. Working knowledge of Massachusetts public procurement, public records, and ethics laws.

Abilities: Ability to work in concert with the financial team. Ability to establish and maintain effective working relationships with town officials, members of the banking and real estate communities, governmental representatives, and the public. Ability to maintain accurate, detailed, and extensive records and to prepare

reports. Ability to work independently and accurately under time constraints to meet deadlines. Ability to interact tactfully and appropriately with the general public and town departments in an effective manner. Ability to communicate effectively in written and oral form.

Skills: Skill and accuracy in working with numbers and detail. Skill in spreadsheet and database operations. Excellent management and leadership skills. Excellent organizational skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Proficiency in software applications customarily used by municipalities for word processing, spreadsheets, database, and financial management.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

EOE

To Apply:

Submit resume, cover letter and completed application to:

Town Manager's Office
Attn: Susan L. Inman
Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Treasurer/Collector" in the subject line. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.